

**Dr.P.SARAVANAN DATE: 03.01.2019**

**REGISTRAR**

**CIRCULAR**

A Special meeting of Hostel Administration was convened by Hon’ble Vice Chancellor on 09.11.2018 in which it has been resolved that all the Non DG Department should collect the database of the Day’s Scholar students such as Residential address, contact number, details of house owner if he/she is staying in the rented house in and around Kanathur. This form has been uploaded in the official website of our university. The Day’s Scholar can download the format and fill it up with details and hand over to the concerned mentor. Mentor in turn should submit all the forms to the concerned Heads of the Department. The forms should reach to the undersigned on or before 11.01.2019.

 REGISTRAR

To

 All the Heads of the Department

Copy to

1. The Director – Administration
2. The Proctor
3. The Secretary to the Vice – Chancellor

**AMET UNIVERSITY**

**Day Scholar Details**

Name : Date:

Roll No :

Department / Year :

Student Mobile Number :

Parent Mobile Number :

Students E-mail ID :

If Native of Chennai,

 Residential Address :

**Other than Chennai, But staying in outside accommodation**

Permanent Residential Address :

 Native / State :

Currently Staying address :

How many days are staying in the above said address :

How many Students are staying along with you :

Name of the Owner of the House and Mobile Number :

Food : Self Cooking / Hotel

Have you stayed earlier with AMET hostel : Yes / No

**Students Sign Mentor Sign HoD sign**